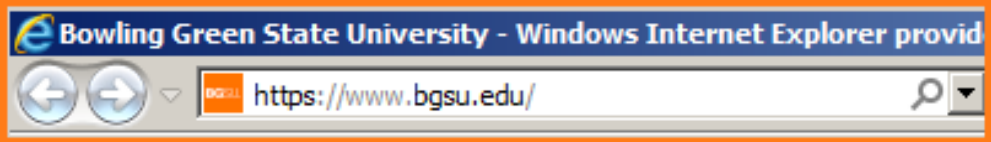
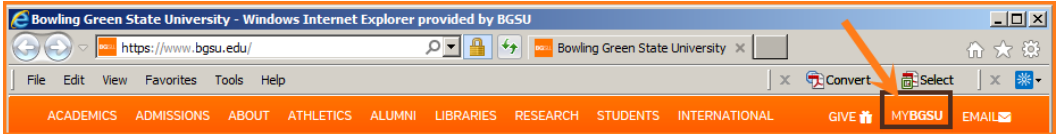
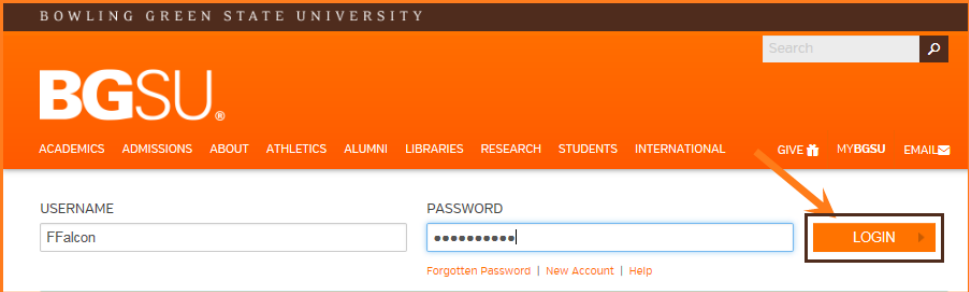
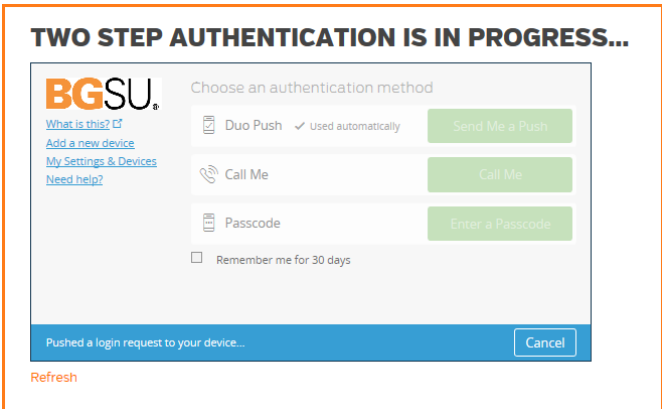


Benefits Summary

<p>Begin the process at the bgsu.edu home page.</p> <p><i>Note: Please use Internet Explorer</i></p>	 A screenshot of a Windows Internet Explorer browser window. The address bar shows the URL "https://www.bgsu.edu/". The page title is "Bowling Green State University - Windows Internet Explorer provided by BGSU".
<ul style="list-style-type: none">• Click MyBGSU	 A screenshot of the BGSU website in Internet Explorer. The navigation menu at the top includes "ACADEMICS", "ADMISSIONS", "ABOUT", "ATHLETICS", "ALUMNI", "LIBRARIES", "RESEARCH", "STUDENTS", "INTERNATIONAL", "GIVE", "MYBGSU", and "EMAIL". The "MYBGSU" link is highlighted with a red box and an arrow pointing to it.
<ul style="list-style-type: none">• Enter USERNAME and PASSWORD <p><i>Note: These will be your BGSU network credentials.</i></p> <ul style="list-style-type: none">• Click Login	 A screenshot of the BGSU login page. It features a search bar, the BGSU logo, and a navigation menu. Below the menu are two input fields: "USERNAME" (containing "FFalcon") and "PASSWORD" (containing masked characters). A "LOGIN" button is highlighted with a red box and an arrow. Links for "Forgotten Password", "New Account", and "Help" are visible below the password field.
<ul style="list-style-type: none">• Complete the Two Step Authentication Process	 A screenshot of a "TWO STEP AUTHENTICATION IS IN PROGRESS..." dialog box. It shows the BGSU logo and the text "Choose an authentication method". There are three options: "Duo Push" (checked, with a "Send Me a Push" button), "Call Me" (with a "Call Me" button), and "Passcode" (with an "Enter a Passcode" button). A "Remember me for 30 days" checkbox is also present. At the bottom, there is a blue bar with the text "Pushed a login request to your device..." and a "Cancel" button. A "Refresh" link is located below the dialog box.

Benefits Summary

Under the Benefits Information section,

- Click **Benefits Summary**



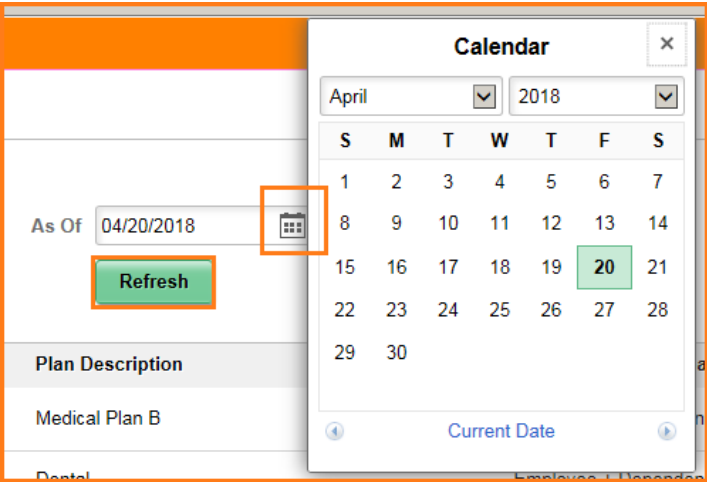
The Benefits Summary opens in a new tab.

Benefits		
Specialist		
Benefits Summary		
		As Of 04/20/2018
Refresh		
Type of Benefit	Plan Description	Coverage or Participation
Medical	Medical Plan B	Employee + Dependent >
Dental	Dental	Employee + Dependent >
Vision	Vision	Employee Only >
Supplemental Life		Waived
Life and AD and D	Basic Life	\$1.5 X Salary >
Dependent Life		Waived
Long-Term Disability	LTD	60% of Salary >
Sick	Administrative Sick Leave	
Vacation	Administrative Vacation Leave	
Personal	Full-Time Personal Leave Days	
Health Savings Account	Health Savings Account	\$3,000 Pledge
Retirement Plans	OPERS	10% of Earnings

Benefits Summary

If you want to see the Benefits Summary for a different time period:

- Click on the **calendar icon**
- Use the drop downs to select a different month and year
- Click on **Refresh**



Some of the Benefits have additional details and options.

- Click anywhere on the line for additional information.

Benefits Summary

As Of

[Refresh](#)

Type of Benefit	Plan Description	Coverage or Participation	
Medical	Medical Plan B	Employee + Dependent	>
Dental	Dental	Employee + Dependent	>
Vision	Vision	Employee Only	>
Supplemental Life		Waived	

The details open in the same Internet tab.

- Some of the detailed summaries have additional hyperlinks to additional information.
- Click the **Find a Health Care Provider** link

Medical

To view your benefits as of another date, enter the date and select Go.

Medical

Plan Name: Medical Plan B
 Plan Provider: Medical Mutual of Ohio
 Coverage: Employee + Dependents
 Group Number: 481237

Covered Dependents	
Name	Relationship
[Redacted]	Child
[Redacted]	Child
[Redacted]	Child

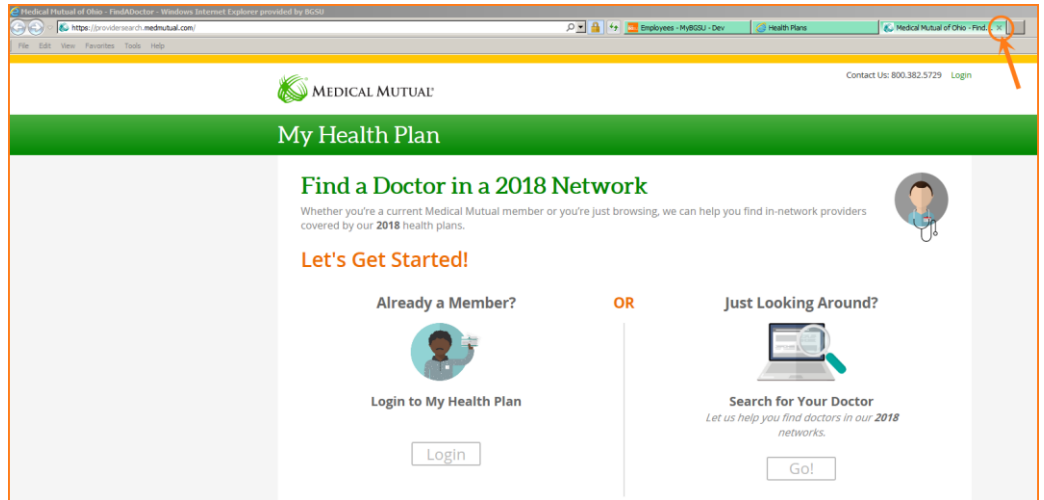
Additional Information

[Find a Health Care Provider](#)

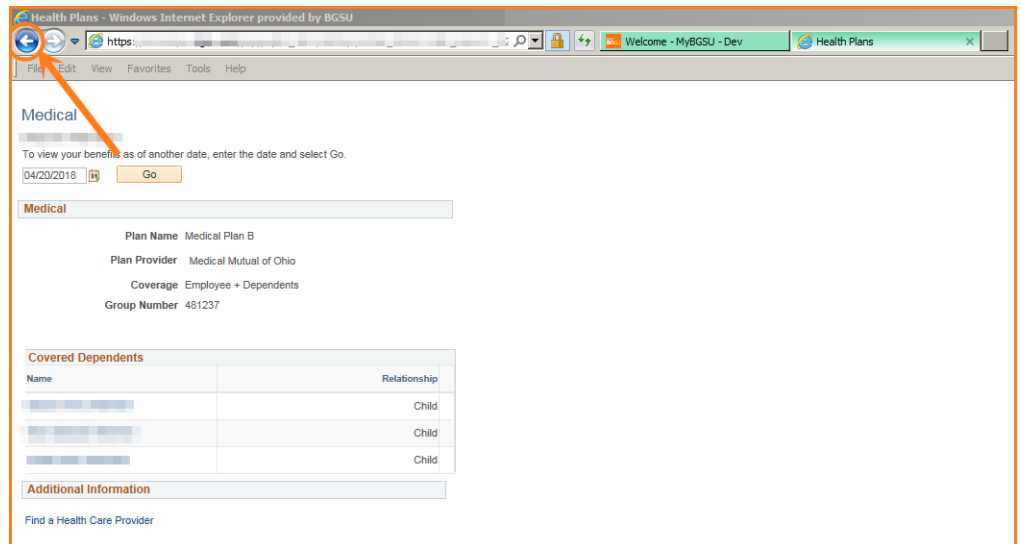
Benefits Summary

The Medical Mutual Website opens in a new Internet Tab.

- You can login and access your information or
- Just look around in the website and search for a new doctor.
- When finished, simply click the **X** on the tab to close.



When finished reviewing details, use the **Internet browser back button** to return to the Benefits Summary.



When finished viewing the Benefits Summary, simply click the **X** on the tab to close.

